

STATE OF MINNESOTA
Minnesota Department of Public Safety
MNJIS Staff Augmentation Service Categories: Business Analyst / Technical Analyst SOW

No	Questions with their respective Answers
1.	<p>How much in-state travel is expected of resources to complete the requirements outlined in this SOW?</p> <p>A: Regular hours will be conducted at the BCA headquarters. It is possible that the BA resource may need to attend a stakeholder meeting on a day trip occurrence. BCA will make every effort to provide a BCA staff person to accompany the BA resource during this travel. Travel in the metropolitan area could also occur, again a BCA staff person would accompany the BA resource whenever possible.</p>
2.	<p>How much out-of-state travel is expected of resources to complete the requirements outlined in this SOW?</p> <p>A: None is anticipated at this time.</p>
3.	<p>Please confirm whether contractor resource travel expenses will reimbursed by BCA directly to contractor resource, or will vendor be expected to reimburse its resources and add approved contractor resource travel expenses to vendor monthly invoice for reimbursement from BCA?</p> <p>A: There is not a provision in the contract for billable travel expenses. The State would make every effort to have a BCA staff person provide the transportation.</p>
4.	<p>If resources have to spend time during work hours traveling to fulfill the requirements, will drive time be billable?</p> <p>A: If the BCA assigns the resource to attend a meeting outside the main BCA headquarters, travel time would be considered part of the normal work day and billable.</p>
5.	<p>Will candidate experience with 2 of 3 desired skills be graded as a pass/fail?</p> <p>A: No candidates must possess the stated core skills. The level of desired skills is what the BCA considers needed to be successful in the work needed from the contractor.</p> <p>. Candidates must possess 7 out of 9 of the business analyst skills and 2 out of 3 of the technical analyst skills of the core skills listed in this Statement of Work Desired skills and experience are considered to be important for success in these positions. Candidates should also have at least two of the desired skills and experiences listed for the position in which they are submitting their resume</p>
6.	<p>Please confirm that vendors are allowed to submit 3 candidates for each of the two skill categories Business Analyst and Technical Analyst for a total of 6 candidates?</p> <p>A: Yes, the vendor is allowed to submit a total of 6 candidates, with a limit of 3 for each of the two skill sets. BCA requests that you analyze the candidate carefully, to be certain each submission meets the level of skills and experience required and that the resumes match the candidates' ability to speak about it in the interview.</p>

STATE OF MINNESOTA
Minnesota Department of Public Safety
MNJIS Staff Augmentation Service Categories: Business
Analyst / Technical Analyst SOW

7.	<p>Please confirm, BCA anticipates needing 3-5 resources for these services?</p> <p>A: It is anticipated that BCA will contract for 3 to 5 resources for services, but final budget allocations will determine how many resources BCA will be able to select.</p>
8.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on BCA approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?</p> <p>A: This will be a contract for hourly services for a predetermined number of hours.</p>
9.	<p>Is it the BCA's expectations that all 3-5 resources selected will be needed for the entire duration of this contract, potentially thru June 30, 2014?</p> <p>A: See question No. 7 above. BCA intends to contract for one year initially. The budget and workload will determine the renewal of any contracted resource for each additional one year period. The Master Contract for the 902TS program expires June 30, 2014 and no extension will be allowed past that date.</p>
10.	<p>Please confirm that the BCA's anticipated utilization of all 3-5 selected resources will be full-time 40 hours per week (excluding State Holidays) for the duration of the contract?</p> <p>A: BCA generally contract for 2,088 hours, , less the 10 state holidays (2008) less an anticipated allowance of 120 hours for PTO of sick, vacation, training (3 weeks) and other time away from the contract. The standard hours for a full year is which computes to 1888 hours.</p> <p>If no, please provide anticipated utilization.</p>
11.	<p>Does the BCA anticipate that selected resource(s) will be expected to perform any off-hours or weekend work under the scope of this SOW?</p> <p>A: No, the expectation is the normal business hours for BCA staff of 5 days a week, 8 hours a day.</p>
12.	<p>Is it BCA intent to make contract award to a single vendor to perform the work tasks described in this SOW, or will the BCA be making awards to multiple vendors?</p> <p>A: BCA reserves the right to award the contract to one vendor or more than one vendor. The best resources will be selected.</p>

STATE OF MINNESOTA
Minnesota Department of Public Safety
MNJIS Staff Augmentation Service Categories: Business
Analyst / Technical Analyst SOW

13.	<p>Please confirm that a BCA Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments?</p> <p>A: The BCA supervisor and project manager will work together to ensure the contracted vendor resource has clear and adequate work direction and a clear point of contact for any questions he/she may have regarding work rules or the project work assigned. The project manager may or may not be a BCA employee.</p>
14.	<p>Please confirm that the BCA will provide selected vendor resources with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this SOW.</p> <p>A: BCA will provide access to the appropriate area and the hardware and software to conduct BCA business as needed for the assigned projects.</p>
15.	<p>Please provide a breakdown on the number of contractor resources BCA anticipates needing for each of the two requested positions/classifications, Business Analyst and Technical Analyst.</p> <p>A: The resource pool and budget will determine this breakdown.</p>
16.	<p>Are there any incumbents in place?</p> <p>A: There were contractors fulfilling these roles. Their respective contracts have ended and we are seeking to replace them with similar skill sets.</p>
17.	<p>Please let us know if we can submit candidate for just one position?</p> <p>A: Yes you can submit one candidate(s) for just one position.</p>